



Edward A. Diana
County Executive

DEPARTMENT OF SOCIAL SERVICES

DAVID JOLLY
Commissioner

Box Z, Quarry Road
Goshen, NY 10924
TEL: (845) 291-4000 · FAX: (845) 291-4338
www.orangecountygov.com

NAME: _____ DATE: _____

ADDRESS: _____ CASE NUMBER: _____

NOTICE OF INTENT TO ASSIGN ASA (ACCOUNTABILITY FOR SANCTIONED ADULTS)

Please be advised that you have been assigned to the “ASA” program. This assignment is based on your being under employed in your Temporary Assistance case. For non-compliance with employment you have been sanctioned for failure to comply with employment activities, which are intended to assist you and your family in becoming self-sufficient.

You are required to come to an appointment on _____ at _____ at the Department of Social Services, 33 Fulton St., 3rd Floor, Middletown, New York to meet with a representative from our Program Integrity Unit and Employment and Training Administration.

During this interview you will be required to discuss how your household is meeting its expenses with the reduced household income, how you are managing the child’s grant, your job search activities and other case information as needed. See the enclosed document sheet. Please provide original copies of all requested documents at the time of your appointment.

Failure to show for your appointment on _____ at _____ will result in the discontinuance of your Temporary Assistance and may affect your Food Stamp benefits.

If you have any questions you may contact Lydia Mowry at 291-4417.

Sincerely,

Susan Hansen
Employment Service Coordinator

ACCOUNTABILITY FOR SANCTIONED ADULTS

CASE NAME/RECIPIENTS NAME _____

*EXPENSES	EXAMPLES OF PROOF Current rent receipts Current lease
*SHELTER EXPENSES:	Fuel bills/Utility bills Telephone bills/Cable bill Receipts for food
*EXPENSES FOR CHILDREN:	Clothing receipts, food receipts, hobbies, sports equipment, tuition, health/dental/optical, lessons, childcare
*EARNED INCOME:	Current pay stubs, tax records, business records. Statement from roomer or boarder of amount paid for lodging.
*UNEARNED INCOME: DIRECT CHILD SUPPORT AND/OR SPOUSAL:	Statement from person paying support and/or copy of court order
*CONTRIBUTIONS TO HOUSEHOLD:	Statement from person/persons contributing
*SOCIAL SECURITY BENEFITS VETERAN'S BENEFITS:	Current benefit check or current award letter/Official correspondence from Veteran's Administration
*UNEMPLOYMENT INSURANCE:	Current benefit check or statement of benefits
*WORKERS COMPENSATION:	Current award letter or check stubs statement
*RESOURCES/BANK ACCOUNTS	Bank book, credit union record or bank statement
*MOTOR VEHICLE, ATV, SNOWMOBILES, BOATS	Registration, title, financing information, insurance information, transportation expenses
*MISCELLANEOUS:	School records/statements from school. School attendance and/or day care facility bank book, credit union record or bank.